



**THE GEORGIA ARCHIVES**  
**Records and Information Management Services**

**State Agency Specific Schedules for State Personnel Administration**

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Adverse Action Appeal Files	Documents relating to appeals of adverse action for employees covered under the State Merit System of Personnel Administration; includes related correspondence with appellant, attorney, agency personnel officer, exhibits, and other related materials	6 years		Temporary - Short Term		0460-001

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Cafeteria Plan (Flexible Benefits)Records	Records documenting salary reduction type plans authorized by the Internal Revenue Service.	Retain 8 years after termination of plan.		Temporary-Long-Term	This schedule is an exception to the statewide common schedules.	0460-002